**Speaker and event attendance request form**

To request a National Disability Insurance Agency (NDIA) speaker, or for the NDIA to attend your event, please complete all relevant questions.

If you want a representative to attend a meeting, for example a community of practice, you don’t need to complete this form. Please go directly to the business area you want to attend your meeting.

If the request is for multiple events, please submit a form for each event.

Add your response to each question in the right-hand column.

Please return this form to [events@ndis.gov.au](mailto:events@ndis.gov.au) at least 4 weeks prior to your event, as it may take up to 20 working days for your request to be processed.

**Read this form carefully. Some questions have changed in February 2023.**

## Event details

|  |  |
| --- | --- |
| Date form submitted |  |
| Date/s of event |  |
| Start time |  |
| Finish time |  |
| Name of your event |  |
| Name of your organisation |  |
| Is your organisation a NDIA-registered provider? |  |
| Event contact name |  |
| Event contact email |  |
| Event contact phone |  |
| Purpose of event.   * What you want to achieve from the event? |  |
| Event format:  For example: face to face, online seminar, videoconference, hybrid (online and face to face) |  |
| For face-to-face events, provide the following details: |  |
| * The event location including the street address, meeting room or the location within the venue. |  |
| * If attendees need to report to someone on arrival * And any other helpful information, for example parking or transport instructions. |  |
| Is your organisation a current or past Information Linkages and Capacity Building (ILC) grant recipient? If yes, please list details and name of grant manager. |  |
| Is this event related to an ILC grant? |  |

## Cost

|  |  |
| --- | --- |
| If this is not a free event, what is the |  |
| Cost per ticket |  |
| Concession ticket price |  |
| Are you receiving any Government funding to help with this event?  If yes, provide detail. |  |
| Is this a for-profit event? If so, is the profit to cover event operating costs or for financial gain? |  |

## Accessibility requirements

The National Disability Insurance Agency (NDIA) will only attend and/or speak at events that have an appropriate accessibility plan in place.

For more detail on holding an accessible event, refer to the [Human Rights Commission Australia website (external link)](https://www.humanrights.gov.au/our-work/disability-rights/publications/access-all-improving-accessibility-consumers-disability-2016). The NDIS [Accessibility Policy](https://www.ndis.gov.au/about-us/policies/accessibility) is available on the NDIS website.

### Accessibility for face-to-face events

|  |  |
| --- | --- |
| How will your attendees register their accessibility requirements? |  |
| How will the event be made accessible.  For example: Auslan Interpreters, hearing loop, live captions, audio descriptions. |  |
| Is venue fully accessible?  For example: wheelchair access, lifts, onsite parking, public transport. |  |

### Accessibility for online events

|  |  |
| --- | --- |
| How will your attendees register their accessibility requirements? |  |
| How will you make your online event accessible for people with disability?  For example: live captioning, Auslan interpreter, accessible documents. |  |
| How will you make any online publications of the event accessible?  For example, transcript available, accessible documentation. |  |

## Online events

|  |  |
| --- | --- |
| Event platform:  Microsoft Teams is the approved platform for NDIS events and meetings.  Requests to use other platforms may be declined.  Please provide the event link if available. |  |
| Will there be live audience interaction?  For example: Question and answers, chat. |  |
| If the event is live; is it open for public registration or closed by invitation only? |  |
| How will the event be moderated? |  |

## Promotion of event

Please note:

* The use of any recordings or photos of NDIA staff are not permitted without prior approval from the NDIA.
* Not all requests to record NDIS staff are accepted.
* **MS Teams is the endorsed platform of the NDIS** and is the only platform approved for the use of recording presentations. Requests to record on any other platform will be declined.

You can request approval to record a presentation by completing a separate form ‘Use and distribution of recording. Please contact [events@ndis.gov.au](mailto:events@ndis.gov.au) for further information.

|  |  |
| --- | --- |
| Is the event being promoted? |  |
| If yes, how?  For example: website, flyer, email, media etc.  Please provide links or attachments. |  |
| Will the event be recorded?  If yes, youmust provide a Use and distribution of recording form consent form. |  |
| Will the event or a link to the event, be distributed or promoted electronically after completion? |  |
| If yes, where will the link be distributed?  For example: within your organisation and/or externally? |  |
| Where will the recording of the event be published?  For example: Organisation website, YouTube etc. |  |
| How long will the recording of the event be published for?  **Note**: NDIA only approves publishing for 12 months, due to content becoming outdated. |  |

## Speaker and presentation details

Complete this section only if you want a NDIA representative to give a presentation at your event.

| Do you know which NDIA business area you want to attend? |  |
| --- | --- |
| Do you have an existing relationship with that area? |  |
| Do you have a preferred NDIA representative you are requesting? |  |
| Has this speaker presented for you previously? |  |
| Will you be inviting anyone else from the NDIA or a NDIA partner to attend? |  |
| What is the topic you would like presented? |  |
| What questions you would like the presentation to address? |  |
| What you want the audience to gain from the presentation? |  |
| Presentation type:  For example: keynote presentation, panel, webinar, participation, Q & A etc. |  |
| If a panel, please list other panel members and any pre-planned questions. |  |
| Length of presentation required. |  |
| Presentation start and end time. |  |

## Audience and attendees

|  |  |
| --- | --- |
| Approximate number of attendees. |  |
| Audience  For example: people with disability, participants, families, carers, providers, professional staff etc. |  |
| Are there other key speakers attending? |  |
| If yes, who are they and what are they speaking about? |  |
| Will members of Parliament be attending the event? |  |
| If yes, please list  Will they have a formal role? |  |
| Are you intending to invite media to your event? |  |
| Are media covering the event and/or will they be interviewing speakers? |  |

## Next steps

Provide any additional information or documentation to support your request.

If required include Use and Distribution of a recording form.

For multiple events, please submit a form for each event.

Return completed form to: [events@NDIS.gov.au](mailto:events@ndis.gov.au).

The NDIA will be in contact with the person listed as the event contact to advise of the outcome.

Please note: It may take up to 20 working days to process the request. We apologise in advance for any delays.